

634010/01/01

Revised

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

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**TITLE:** RECREATION AIDE

**DEFINITION**

Under close to general supervision, assists in conducting recreation activities for various age groups as assigned; assist in performing general facility inspections and maintenance to recreation facilities as assigned.

**DISTINGUISHING CHARACTERISTICS:**

Positions in this class provide assistance in conducting programs in the areas such as sports, arts and crafts, dance, outdoor education, special events or activities related to assignment. Work is initially closely supervised and is observed while performing and upon completion. Ability to work independently will occur when the employee gains experience and demonstrates ability to perform a range of duties with minimal supervision.

**REPORTS TO:** Recreation Services Coordinator, Recreation Program Assistant, or a Recreation Leader.

**SUPERVISION RECEIVED AND EXERCISED:**

Receives active supervision from the Recreation Services Coordinator, Recreation Program Assistant, or Recreation Leader.

**EXAMPLES OF DUTIES**

Typical duties may include, but are not limited to, the following:

- Participate in and conduct recreation activities; attend staff meetings, review current programs and make recommendations to immediate supervisor; and assist in supervising participants involved in recreation programs.
- Assist in keeping score or records for citywide youth sports program, as needed.
- Assist in conducting the after-school program, special events, and youth sports as assigned.
- Assist as a chaperone at dances, excursions or special events.
- Assist staff in observing volunteers to ensure they are meeting city and department requirements, and make recommendations to immediate supervisor.
- Develop participant and spectator interest, enthusiasm and participation.
- Issue, collect and properly maintain city equipment and supplies.
- Assist in the set-up of rooms for activities or rentals.
- Assist in conducting facility rentals to ensure applicant or user complies with city and department policies and procedures.
- Assist an inquiring customer about programs/services offered, by familiarizing with the department flyers and publications so accurate information is shared.

## QUALIFICATIONS

### Knowledge of:

- Basic rules and regulations governing recreation activities as assigned.
- First Aide and CPR methods necessary in taking safety precautions.
- Devising activities for programs assigned to assist with.

### Ability to:

- Communicate verbally so that recreation aide is understood.
- Work a flexible schedule.
- Speak publicly to program participants.
- Adhere to work schedule and deadlines.
- Understand and carry out oral and written instructions.
- Learn and perform assigned tasks.
- Prepare and maintain recreation program records as directed.
- Meet and deal tactfully and effectively with program participants.

### Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### Education:

Experience: No experience required.

#### Range

Progression: **Step "1"** – Entry Level.

**Step "2"** – Completion of 520 hours as a Recreation Aide.

**Step "3"** – Completion of a total of 1,040 hours (cumulative) as a Recreation Aide.

**MEDICAL CATEGORY:** Group 1

### NECESSARY SPECIAL REQUIREMENT

Must be 16 years of age or older.

### CAREER ADVANCEMENT OPPORTUNITIES

**FROM:** Recreation Aide

**TO:** Recreation Leader